

## Active Directory Migration Timeline

Weeks	Item to Do
Prior to Meeting	Check that computers are named Correctly Ensure you have software and Licenses for approved software. Start approval process for Non approved Software.
4 Weeks prior to migration	Complete software template *Contact Dale Pitkin if you need help with your software templates. Gather IP's from printers Email software template to NE
3 Weeks prior to migration	Discuss with NE how to organize shared Drive
2 Weeks prior to migration	Explain the migration to faculty Handout setting up M drive to faculty
1 Week prior to migration	Move H drive to M drive Finalize plan with NE on Migrating Office, Staff and Labs, and printer configurations. Backup staff, student, and common drives
Migration Week	Implement New Shared Drives with NE Implement Printing Policies with NE

### Options

#### Passwords:

Prior to migration set up student passwords for the students using the student password reset site. Setting up Active Directory passwords for students can be done as far ahead of the migration as you want, remember students who move to another school will need to know their password to have it changed.

#### Or

After migration have students come to lab and reset passwords with you.

**Backing Up Staff, Student, and Common Files:**

Team leads will have a NAS (Network Attached Storage) external hard drive. Talk with us, we can explain that process.

Burn data to CD

Back up to flash drives